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ADMIN CM

21 May 1953

MEMORANDUM FOR: ✓ General Counsel
Director of Security
Assistant Director (Personnel)
Auditor-in-Chief
Comptroller
Chief, Logistics Office
Chief, General Services Office
Chief, Medical Staff

SUBJECT : Overseas Travel Performed by DD/A Personnel

1. Travel Orders which are prepared for the purpose of authorizing overseas travel by employees assigned to Offices under the DD/A will be forwarded to the Assistant Deputy Director (Administration) for approval. Accordingly, the name and title of the Assistant Deputy Director (Administration) should be typed in the appropriate block at the bottom of the Travel Order, Form No. 33-27, prior to routing to this Office.

2. Upon approval, Travel Orders will be returned to the initiating Office for routing to the Central Processing Branch in accordance with the procedures outlined in the Travel Processing Guide [REDACTED].

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L. K. WHITE
Assistant Deputy Director
(Administration)